

# WORD UNIT E

## SKILLS REVIEW

### ▼ SKILLS REVIEW

#### 1. Insert a table.

- Start Word, then save the new blank document as **Mutual Funds** to the drive and folder where you store your Data Files.
- Type your name, press [Enter] twice, type **Mutual Funds Performance**, then press [Enter].
- Insert a table that contains four columns and four rows.
- Type the text shown in Figure E-23, pressing [Tab] to add rows as necessary. (Note: Do not format text or the table at this time.)
- Save your changes.

FIGURE E-23

Fund Name	1 Year	5 Year	10 Year
Computers	16.47	25.56	27.09
Europe	-6.15	13.89	10.61
Natural Resources	19.47	12.30	15.38
Health Care	32.45	24.26	23.25
Financial Services	22.18	21.07	24.44
500 Index	9.13	15.34	13.69

#### 2. Insert and delete rows and columns.

- Insert a row above the Health Care row, then type the following text in the new row:  
**Canada 8.24 8.12 8.56**
- Delete the Europe row.
- Insert a column to the right of the 10 Year column, type **Date Purchased** in the header row, then enter a date in each cell in the column using the format MM/DD/YY (for example, 11/27/02).
- Move the Date Purchased column to the right of the Fund Name column, then save your changes.

#### 3. Modify rows and columns.

- Double-click the border between the first and second columns to resize the columns.
- Drag the border between the second and third columns to the 2¼" mark on the horizontal ruler.
- Double-click the right border of the 1 Year, 5 Year, and 10 Year columns.
- Select the 1 Year, 5 Year, and 10 Year columns, then distribute the columns evenly.
- Select the table, apply the No Spacing style, select rows 2-7, set the row height to exactly .3", then save your changes.

#### 4. Sort table data.

- Sort the table data, excluding the header row, in descending order by the information in the 1 Year column.
- Sort the table data, excluding the header row, in ascending order by date purchased.
- Sort the table data, excluding the header row, by fund name in alphabetical order, then save your changes.

#### 5. Split and merge cells.

- Insert a row above the header row, then merge the first cell in the new row with the Fund Name cell.
- Merge the second cell in the new row with the Date Purchased cell.
- Merge the three remaining blank cells in the first row into a single cell, then type **Average Annual Returns** in the merged cell.
- Add a new row to the bottom of the table.
- Merge the first two cells in the new row, then type **Average Return** in the merged cell.



# WORD UNIT E

## SKILLS REVIEW

### ▼ SKILLS REVIEW (CONTINUED)

- f. Select the first seven cells in the first column (from Fund Name to Natural Resources), open the Split Cells dialog box, clear the Merge cells before split check box, then split the cells into two columns.
  - g. Type **Trading Symbol** as the heading for the new column, then enter the following text in the remaining cells in the column: **FINX, CAND, COMP, FINS, HCRX, NARS**.
  - h. Double-click the right border of the first column to resize the column, then save your changes.
- 6. Perform calculations in tables.**
- a. Place the insertion point in the last cell in the 1 Year column.
  - b. Open the Formula dialog box, delete the text in the Formula text box, type **=average(above)**, click the Number Format list arrow, scroll down, click 0.00%, then click OK.
  - c. Repeat Step b to insert the average return in the last cell in the 5 Year and 10 Year columns.
  - d. Change the value of the 1-year return for the Natural Resources fund to **10.35**.
  - e. Use [F9] to recalculate the average return for 1 year, then save your changes.
- 7. Apply a table style.**
- a. Click the Table Tools Design tab, preview table styles applied to the table, and then apply an appropriate style. Was the style you chose effective?
  - b. Apply the Light Shading style to the table, then remove the style from First Column and Banded Rows.
  - c. Apply bold to the 1 Year, 5 Year, and 10 Year column headings, and to the bottom row of the table.
  - d. Center the table between the margins, center the table title **Mutual Funds Performance**, increase the font size of the title to 14-points, apply bold, then save your changes.
- 8. Create a custom format for a table.**
- a. Select the entire table, then use the Align Center button in the Alignment group on the Table Tools Layout tab to center the text in every cell vertically and horizontally.
  - b. Center right-align the dates in column 3 and the numbers in columns 4-6.
  - c. Center left-align the fund names and trading symbols in columns 1 and 2, but not the column headings.
  - d. Center right-align the text in the bottom row. Make sure the text in the header row is still centered.
  - e. Change the theme colors to Apex.
  - f. Select all the cells in the header row, including the 1 Year, 5 Year, and 10 Year column headings, change the shading color to Lavender, Accent 5, then change the font color to white.
  - g. Apply Lavender, Accent 5, Lighter 60% shading to the cells containing the fund names and trading symbols, and Lavender Accent 5, Lighter 80% shading to the cells containing the purchase dates.
  - h. To the cells containing the 1 Year, 5 Year, and 10 Year data, respectively, apply Tan, Accent 1, Lighter 60% shading, Lavender, Accent 6, Lighter 60% shading, and Olive Green, Accent 2, Lighter 60% shading.
  - i. Apply Lavender Accent 5, Lighter 80% shading to the last row of the table.
  - j. Add a ½-point white bottom border to the Average Annual Returns cell.
  - k. Add a 1½-point black border around the outside of the table.
  - l. Add a ½-point black top border to the 500 Index row and to the last row of the table. (*Hint: Do not remove any borders.*)
  - m. Compare your table to Figure E-24, make any necessary adjustments, save your changes, print a copy, close the file, then exit Word.

**FIGURE E-24**

Mutual Funds Performance					
Fund Name	Trading Symbol	Date Purchased	Average Annual Returns		
			1 Year	5 Year	10 Year
500 Index	FINX	5/9/96	9.13	15.34	13.69
Canada	CAND	11/13/03	8.24	8.12	8.56
Computers	COMP	9/23/01	16.47	25.56	27.09
Financial Services	FINS	2/12/01	22.18	21.07	24.44
Health Care	HCRX	3/24/96	32.45	24.26	23.25
Natural Resources	NARS	6/2/98	10.35	12.30	15.38
Average Return			16.47%	17.78%	18.74%